

# Director, Procurement Management Office

Tennessee Department of Health, Division of Administrative Services

Salary Range: \$56,664 to \$79,332

The Tennessee Department of Health's (TDH) Division of Administrative Services (DAS) is seeking a Director for its Procurement Management Office. This executive service position reports directly to the Assistant Commissioner of the Division of Administrative Services and serves as the department's Chief Procurement Officer.

This position directs the department's statewide contracting, purchasing, and facility improvement processes. Responsibilities include the supervision of twenty-five employees, notably the direct supervision of five employees (Assistant Director; Administrative Assistant; and the Directors of Service Procurement, Goods Procurement, and Facilities Management & Procurement programs) and the oversight of twenty indirect reports. Qualified candidates should have proficient knowledge of the health industry and Tennessee state government procurement processes.

Comparing all Executive Branch Departments, the Tennessee Department of Health has the second largest contract volume. TDH processes more than 800 base contracts annually including the review of more than 600 grants for a maximum liability of nearly \$450 million dollars. The department's mission is to protect, promote, and improve the health and prosperity of people in Tennessee. The Procurement Management Office contributes to this mission by assisting the department's public health programs with drafting, amending, and executing contracts to deliver strategic procurement of services; by assisting the department's vendors and public health programs through the purchase and maintenance of goods; and by providing maintenance, renovation, and construction services to achieve a safe and productive workplace.

The Director of the Procurement Management Office, as the Chief Procurement Officer, is the department's primary liaison for all procurement activity conducted between the Department of Health and the Tennessee General Assembly's Fiscal Review Committee (FRC), the State Building Commission, and the Department of General Services (namely the Central Procurement Office (CPO) and the State of Tennessee Real Estate Asset Management (STREAM) Division). In addition, this position serves to continuously analyze TDH's procurement operations to provide strategic alignment, improved competitive procurement, and to engage the Directors of the Service Procurement, Goods Procurement, and Facilities Management & Procurement in continuous improvement.

## **Responsibilities include:**

- Supervise the day-to-day operations of Service Procurement, Goods Procurement, and the Facilities Management & Procurement, including directing the workload and timely completion of competitive and non-competitive procurement of goods and services, as well as providing project management of facility improvements. Develop key performance metrics, run queries, and reports on performance.
- Represent the department before official bodies such as the Tennessee General Assembly, the Fiscal Review Committee, and the State Building Commission to respond to inquiries over competitive and non-competitive procurement. Review the Contract Management Plan to determine competitive and non-competitive procurements which meet the criteria for Fiscal Review Committee (fee-for-service, sole-source, greater than 12 months, and equal to or greater than \$250K) or the State Building Commission (construction and renovation projects in excess of \$100K)
- Lead the department's monthly status meeting with DGS' Central Procurement Office and STREAM Division to identify barriers towards efficient and effective purchasing, contract execution, and facility improvement

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## Education and Experience:

- At minimum, graduation from an accredited college or university with a Bachelor's Degree in Business Administration and two years of professional full-time experience in either government contract review or competitive and non-competitive procurement in Tennessee State Government

## Interested applicants should submit a resume to:

Darla Powell, Director

Human Resources & Records Management

Division of Administrative Services (DAS)

Tennessee Department of Health

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